Appointment of agency for Digitization of Old Records

IGR 2/2013

Department of Stamps & Registrations
Date 06.09.2013
Record Rooms- An Introduction

• Registration Department has 232 Sub Registrar offices

• Registration of property related documents is carried out at SROs.

• Copies of registered documents are kept safely in different shelves in the record room of SROs.

• Each document registered by any Sub Registrar has a unique number for that financial year.

• Index of these registered documents is prepared and kept in the SRO for the purpose of search.

• Registered documents are compiled in a volume, volume number is mentioned in each document.
• Based on the search from index register the required document is retrieved to provide its certified copy to the applicant

Image of Record Room

Scanned Registered Document
• Department is developing PAS (Property Administration System) application for the automation of registration process.
• PAS application facilitates online search of documents.
• To enable online search digitization of old registered documents is required.
• RFP IGR 2/2013 has been floated for the same
Project Objective

• Digitization of old documents registered during 1.4.2000 to 31.03.2013
• The data entry is to be done for the documents of Book 1 i.e. Immovable Property related documents
• Data entry application would be provided by the department
• Entered data would be integrated with PAS application to enable online search
Volume of Data

• Digitization activity is to be carried in 231 record rooms distributed in 4 zones.
• Total no of records available for Data Entry is approximately 69 Lakhs.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Zone</th>
<th>Division</th>
<th>Record Rooms</th>
<th>No. of Documents (In Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indore</td>
<td>Indore, Ujjain</td>
<td>72</td>
<td>23</td>
</tr>
<tr>
<td>2</td>
<td>Gwalior</td>
<td>Gwalior, Chambal, Sagar</td>
<td>66</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>Jabalpur</td>
<td>Jabalpur, Rewa, Shahdol</td>
<td>52</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>Bhopal</td>
<td>Bhopal, Narmadapuram</td>
<td>41</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>231</td>
<td>69</td>
</tr>
</tbody>
</table>
Scope of Work

Installation & Commissioning of S/W & H/W

- The SP would be required to supply and install the H/W and S/W i.e. Desktop, Printer, UPS, and other peripherals.
- Application will be provided by the department.
- SP to install of data entry application.
- SP would be responsible for Alternate Power supply if required
- The ownership of the H/W would remain with SP.
- Stationery to be provided by SP.
Cont..

Training

• At state level by the department.
• At zonal level by SP
• The master trainers of SP would be trained on the Data entry application.
• Approx 1150 operators.
• The SP has to ensure training to all its operators.
• 2 hands on training sessions with a maximum Batch Size of 20 Operators at zonal level.
• The training cost would be borne by the SP
## Minimum No of Operators Required

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Zone</th>
<th>Division</th>
<th>No of Operators Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indore</td>
<td>Indore, Ujjain</td>
<td>390</td>
</tr>
<tr>
<td>2</td>
<td>Gwalior</td>
<td>Gwalior, Chambal, Sagar</td>
<td>300</td>
</tr>
<tr>
<td>3</td>
<td>Jabalpur</td>
<td>Jabalpur, Rewa, Shahdol</td>
<td>260</td>
</tr>
<tr>
<td>4</td>
<td>Bhopal</td>
<td>Bhopal, Narmadapuram</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1150</strong></td>
</tr>
</tbody>
</table>
Digitization of records

- Data Entry is to be carried out in Hindi
- The vendor has to provide Manpower, H/W & required system S/W
- Double entry system for data entry is to be followed
Data Entry Procedure

- The data entry would be made from registered documents
- Double entry of same record by two operators in predefined batches
- Comparison of same batches entered by two operators by the application
- Generation of Mismatch Report
- Verification of Mismatched data with original document
- Required corrections would be done by the SP
Cont..

- Physical verification of 5% of “verified batches” by the department
- After sample verification errors if found will have to be corrected by SP
- Weekly Backup of Verified data in form of Optical Media
- Uploading of verified/corrected batches on the DC through SR login
- SP would be required to submit various MIS reports and any other report asked for by the department, RFP - Annexure 12.
## Project Time Lines

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Time Schedule</th>
<th>Work</th>
<th>Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T+30</td>
<td>Commissioning of Hardware/Installation of software, training to operators and obtaining sign off of effort estimation from Controlling Officer.</td>
<td>Phase 1</td>
</tr>
<tr>
<td>2</td>
<td>T + 120 days</td>
<td>15% of digitization at all the record rooms of the awarded zone</td>
<td>Phase 2</td>
</tr>
<tr>
<td>3</td>
<td>T + 210 days</td>
<td>40% of digitization at all the record rooms of the awarded zone</td>
<td>Phase 3</td>
</tr>
<tr>
<td>4</td>
<td>T + 300 days</td>
<td>75% of digitization at all the record rooms of the awarded zone</td>
<td>Phase 4</td>
</tr>
<tr>
<td>5</td>
<td>T+ 390 days</td>
<td>100% of digitization at all the record rooms of the awarded zone</td>
<td>Phase 5</td>
</tr>
</tbody>
</table>
## Payment Schedule

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Amount Payable after 10% deduction for each phase</th>
<th>Condition/ Event</th>
<th>Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13.5% of Contract Value</td>
<td>Completion of 15% work at each record room for the assigned zone.</td>
<td>Phase 2</td>
</tr>
<tr>
<td>2</td>
<td>22.5% of contract value</td>
<td>Completion of 40% work at each record room for the assigned zone.</td>
<td>Phase 3</td>
</tr>
<tr>
<td>3</td>
<td>31.5% of contract Value</td>
<td>Completion of 75% work at each record room for the assigned zone.</td>
<td>Phase 4</td>
</tr>
<tr>
<td>4</td>
<td>22.5% of contract Value</td>
<td>completion of 100% work at each record room for the assigned zone.</td>
<td>Phase 5</td>
</tr>
</tbody>
</table>
Cont..

Note

• No Advance payment
• No Payment for Phase 1 as given time schedule
• Sign off from Controlling Officer is mandatory for payment.
• Deducted 10% amount from bills would be paid after adjusting penalties for delay and error in data entry (if any).
# Bid Submission

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Description</th>
<th>Amount INR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost Of Bid Document</td>
<td>5,000</td>
</tr>
<tr>
<td>2</td>
<td>EMD (From Scheduled bank in form of BG/DD)</td>
<td>10,00,000</td>
</tr>
<tr>
<td>3</td>
<td>PBG (From Scheduled bank in form of BG)</td>
<td>15% of Contract value</td>
</tr>
</tbody>
</table>
Bid Submission and Evaluation

• A Two stage Bid Process
• Technical
  • Presentation
    • Understanding of process of Record Keeping (15 marks)
    • Video Recording of SR office (5 Marks)
    • Rollout & implementation plan (10 Marks)
  • Bidders should score at least 20 Marks in PPT
• Bid security (10 Lakhs)
• Technical Bid
  • Eligibility Criteria
  • Technical Score Matrix

• Each of the eligibility criteria must be fulfilled by the bidder
Bid Submission and Evaluation

Commercial Bid

Commercial Bid will be opened for only technically qualified Bidders

- Rate per Document in INR is to be quoted
- Rate must be inclusive of all taxes
- Rate must be quoted in Figure and Words (Annexure 6)

Evaluation & Award of Work

- lowest quoted bidders would be considered as L1
- The remaining bidders would be asked to Match the L1 Prices for remaining zones, the zones would be awarded in accordance with their rank in commercial bid
- Incase no bidder/bidders agree to match L1 rate, the department may ask the bidders (except L1) to submit fresh commercial proposal
Forfeiture of EMD

• Non acceptance of LOI by successful bidder
• Non entering in to an agreement post acceptance of LOI
• Withdrawal of bid during bid validity period post submission
• Non Submission of PBG
• EMD may also be forfeited if bid
  • is Conditional
  • Is not in prescribed format
  • Has variations from RFP
Penalty

• Penalty due to delay in execution
• Liquidated damages:
  • One month delay - LD would be 2%
  • Two month delay - LD would be 5%
  • Three month delay - LD would be 8%
  • Four month delay - LD would be 10%
• Delay Beyond four months- termination of contract along with forfeiture of PBG.
• Any violation of Tender Conditions
Errors in data Entry (Beyond 0.1% ) as mentioned at RFP Pg 41,41 :

• Error 0.1% - 0.2% : Penalty would be 0.5%
• Error 0.2.1% - 0.4% : Penalty would be 1.0%
• Error 0.4.1% - 0.6% : Penalty would be 2.0%
• Error 0.6.1% - 0.8% : Penalty would be 3.0%
• Error above 0.8% : Penalty would be 5.0%
Termination

- The agreement may be terminated for
  - Default
  - Insolvency
  - Convenience
  - Non Compliance
Thank You